



South St. Paul School Board - Committee-of-the-Whole  
Monday, October 23, 2023 5:00 PM  
Location: CITY HALL  
125 THIRD AVENUE NORTH  
South St Paul, Minnesota 55075

## Agenda

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# SOUTH ST. PAUL PUBLIC SCHOOLS

## School Board Agenda Item

**Meeting Date:** Monday, October 23, 2023

**Place on Agenda:** Committee-of-the-Whole and Regular Agenda

**Action Requested:** Approval

**Attachment:** 2023-2024 Student Teacher Agreement – St. Thomas University

<b>Topic:</b> Student Teacher Agreement – St. Thomas University
<b>Presenter(s):</b> Joel Milteer, Human Resources Director, and Brian Zambreno
<p><b>Background:</b></p> <p>A student teacher placement has been coordinated between St. Thomas University and South St. Paul School District beginning in October 2024. To finalize the student teacher placement, approval of the agreement between St. Thomas University and South St. Paul Schools is necessary. This agreement and placement aligns with South St. Paul Schools Student Teaching Policy #437.</p>
<p><b>Recommendation:</b></p> <p>Approval of 2023-24 Student Teacher Agreement with St. Thomas University.</p>
<p><b>Alternatives:</b></p> <p>Do not approve Student Teacher Agreement and direct administration with next steps.</p>

**MUTUAL AGREEMENT FOR STUDENT TEACHING  
BETWEEN  
UNIVERSITY OF ST. THOMAS  
ST. PAUL, MINNESOTA  
AND  
SOUTH ST. PAUL PUBLIC SCHOOLS  
2023-2024**

This agreement is entered into between South St. Paul Public Schools, South St. Paul, Minnesota (the "District") and University of St. Thomas, St. Paul, Minnesota (the "College/University"). The purpose of this Agreement is to outline the terms of the training/student teaching experience for the student of the College/University and to identify the responsibilities of the College/University and the District.

The following conditions are made a part of the agreement:

**The College/University agrees to:**

1. Place at the District only student teachers who are eligible for such placement under state and College/University rules, and School Board regulations. All student teacher placements will be initiated through and approved by the District through its department of human resources.
2. Inform its faculty and students of the District's policies and regulations that relate to the placement at the District.
3. Provide District with College/University student teaching expectations/requirements.
4. Pay stipend to the cooperating teacher of the District based on College/University policy for each student teacher placed, subject to timely receipt by College/University of properly completed Form W-9s from the District or cooperating teacher, as applicable.
5. Provide regular student teaching supervision by a qualified designee(s) of the College/University.
6. Cooperate with the District in the development and implementation of the District's Student Teaching Program.
7. Notify the District in the event a student teacher placed at the District is no longer enrolled in the College/University's program.

**The District agrees to:**

1. Supply to the student teacher so placed by College/University an opportunity to work in a teaching learning situation under the supervision of a practicing teacher who holds a continuing license and has at least three years total teaching experience.

2. Cooperate with College/University in the development and implementation of the District's Student Teaching Program.
3. Ensure that all student teachers placed at the District complete a criminal background check, at the expense of the student teacher or College/University, prior to the student teacher beginning at the District.
4. Provide appropriate supervision of the student teacher while at the District pursuant to rules promulgated by its Board. Such rules may not conflict with any minimum requirements established by the State or College/University with regard to the Student Teaching Program.
5. Immediately notify College/University if there is a change in the licensure status of any cooperating teacher providing supervision to any student teacher assigned hereunder.
6. Not replace any of its employees nor fill any vacancies normally filled by an employee with a student teacher assigned under this agreement. Therefore, a student teacher will not act as a substitute teacher.
7. Provide the College/University with copies of all policies and regulations applicable to student teachers.
8. Provide emergency medical care to the student teacher or College/University faculty member, at the District (if available) in case of injury or illness, or obtain other appropriate treatment as they choose. Any hospital or medical costs arising from such injury or illness will be the sole responsibility of the College/University faculty member or student teacher who received the treatment and not the District.
9. Reserve the right to deny a student teaching opportunity to an applicant and to terminate a student teaching assignment at any time, due to a lack of funding or for any other non-discriminatory reason. In addition, a student teacher's participation in the program may be terminated at any time (a) with the mutual consent of both parties, or (b) unilaterally by College/University for any non-discriminatory reason. District will consult with College/University prior to terminating a student teacher's participation in the program. College/University will promptly notify District of any termination of a student teacher's participation in the program.
10. Recognize that it is the policy of both the District and the College/University to prohibit discrimination and ensure equal opportunities in its educational programs, activities, and all aspects of employment for all individuals regardless of race, color, creed, religion, gender, national origin, sexual orientation, veteran's status, marital status, age, disability, status with regard to public assistance, or inclusion in any group or class against which discrimination is prohibited by federal, state, or local laws and regulations. The District agrees to adhere to this policy in implementing this agreement.

**Liability:**

Each party agrees that it will be responsible for its own acts and the results thereof to the extent authorized by law and will not be responsible for the acts of the other party and the results thereof. The District's liability will be governed by Minnesota Statutes Section 466.04, as amended.

**Term of Agreement:**

This agreement will commence on September 27, 2023, and end on June 30, 2024. This Agreement may be terminated by either party at any time upon 60 days' written notice to the other party. Termination by the District will not automatically become effective with respect to student teachers then participating in the learning experience program, and said student teachers may be allowed to continue at the sole option of the District.

**General Provisions:**

1. Neither the District nor the College/University will assign or transfer any rights or obligations under this agreement without the prior written consent of the other party.
2. Any amendments to this agreement will be in writing and signed by authorized representatives from each party.
3. The parties agree that in fulfilling the duties of this agreement, they are responsible for complying with the Americans with Disabilities Act, 42 U.S.C. Chapter 12101, et seq., and any regulations promulgated by the Act.
4. Student teachers are participants in an educational program, and for purposes of this agreement, shall not be considered employees of either the College/University or the District, except as provided for in Minnesota Statutes Section 122A.69. Student teachers shall not be entitled or eligible to participate in any benefits or privileges given or extended to employees of the College/University or the District, except as provided by Minnesota Statutes Section 122A.69.
5. Except as otherwise provided in law or College/University policy, data on students is private and may not be shared with any other party. If the District receives a request from a third party for any data provided to the District by the College/University, the District agrees to immediately notify the College/University. The parties additionally acknowledge that the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g and 34 C.F.R. § 99, apply to the use and disclosure of education records that are created or maintained under this agreement. Specifically, each party agrees that to the extent that it maintains Education Records of the other party's students (the "receiving party"), it shall maintain such Education Records in accordance with the requirements of the Family Educational Rights and Privacy Act, as amended ("FERPA"), and any other applicable U.S. or state laws, regulations or accrediting agency standards applicable to the privacy or confidentiality of such Education Records. Without limiting the foregoing, the receiving party agrees that with respect to such records, (a) the receiving party is subject to the requirements of 34 C.F.R. § 99.33(a) governing the use and redisclosure of personally identifiable information from Education Records of the other party's ("disclosing party") students; (b) it shall not disclose or allow access to personally identifiable

information from an Education Record of the disclosing party's students without the prior written consent of the eligible student (or parent/guardian, as the case may be) as defined in 34 C.F.R. § 99.3, except as permitted by law; and (c) to the extent that the disclosing party discloses personally identifiable information from Education Records to the receiving party, the receiving party's officers, employees and agents will use and have access to the information only for the purposes for which disclosure is made. Pursuant to FERPA requirements, all Education Records of College/University's student teachers, regardless of whether maintained directly by College/University, District or by other entities, remain the property of the disclosing party. The receiving party agrees to access and use Education Records of the disclosing party's students only for legitimate and lawful educational purposes, pursuant to the disclosing party's FERPA policy, and further agrees to return or destroy such Education Records immediately upon the written request of the disclosing party. As used herein, "Education Records" means all such records described by 34 C.F.R. § 99.3 maintained by, for or on behalf of the disclosing party, including without limitation, any record, file, data, or other information concerning any student's financial information protected under the Gramm-Leach-Bliley Act.

6. Student teachers assigned to the learning experience program at the District under this agreement will be required to sign a Student Teaching Program Agreement before the student teacher begins the Student Teaching Program at the District.

**Approved:**

Signed For: **University of St. Thomas**

Name: Eddy Rojas Name: Amy Smith

Title: EVP and Provost Title: Interim Dean

Signature:  Signature: 

Date: Oct 5, 2023 Date: Oct 4, 2023

Signed For: **South St. Paul Public Schools**

Signature: \_\_\_\_\_  
School Board Chair

Date: \_\_\_\_\_



# SOUTH ST. PAUL PUBLIC SCHOOLS

## School Board Agenda Item

**Meeting Date:** October 23, 2023

**Place on Agenda:** Regular Agenda/Business Items

**Action Requested:** Preliminary Approval

**Attachment:** Preliminary Field Trip Request – IB History (France and Italy)

<b>Topic:</b> Field Trips
<b>Presenter(s):</b> Brian Zambreno, Superintendent of Schools
<p><b>Background:</b></p> <p>Per school board Field Trip Policy #610, field trips that involve a trip to another country for instructional or supplementary, must be requested well in advance of the planned activity. A field trip out of the country must be completed and approved at each level: principal, superintendent, and school board. Initial school board approval must be received at least one year in advance of the trip. A final school board approval must be within one month of the trip.</p> <p>In order to provide more depth to their understanding of history and to foster cultural awareness, IB History teachers have led a group of IB History student to Europe every other year since 1994. This proposed trip will visit sites that the IB students have studied over their two-year study of European and World History.</p>
<p><b>Recommendation:</b></p> <p>Preliminary approval for the field trip to France and Italy.</p>
<p><b>Alternatives:</b></p> <p>Don't approve the attached field trip request and direct administration with next steps.</p>



**EXTENDED FIELD TRIP APPLICATION**

Sponsoring Activity 2025 IB Humanities Europe Trip

Sponsoring Staff Conrad Anderson

Field Trip Date(s) Spring Break 2025 (Tentative...March 19-29, 2025 – dependent on final calendar)

Number of class days missed 2-3 (depending on flight arrangements)

Destination France and Italy

Estimated # of Students 35 Estimated # of Chaperones 4

Mode of Transportation Planes, Trains, Bus Flight Arrangements (If applicable) TBD

Hotel Accommodations (name/address/phone) Will arrive apx. 30 days before; Information will be given to Principal as soon as it arrives.

Reservations under what name Conrad Anderson / Worldstrides Educational Travel

**Field Trip Information**

Program Description Every other year since 1994 (except for Covid delay in 2022), the I.B. History teachers have led a group of I.B. History students to Europe. We are now going to expand this program to include our IB English department to provide an inter-disciplinary approach.

Educational Objective To visit sites that I.B. students have studied over their two year study of European / World History and experienced in their IB English Literature program; To provide more depth to their understanding of history and literature; To foster cultural awareness.

Arrangements for Non-Participating Students N/A

Method of Payment Cost to Students Program Fee, Taxes, Incidentals = apx. \$4,800-4,950

Cost to District Expense of Substitute Teachers to cover Chaperones  
(specify dept. budget and other funding sources)

Other (specify funding source) \_\_\_\_\_

Signature of Sponsoring Staff *Conrad Anderson*

Signature of Principal/Activities Director *[Signature]*

Signature of Superintendent *[Signature]*

Signature of Board Chair \_\_\_\_\_

**To: Superintendent Dr. Zambreno, Board Members, Principal Chuck Ochocki**  
**From: Conrad Anderson**  
**Re: Preliminary 2025 IB Humanities Trip to Europe Approval**

We are in the preliminary stages of planning this trip, but we would like to get preliminary approval from administration and the school board before we get further into the planning, recruiting, and collecting of deposits from students. We are doing it even earlier for this trip because the company we travel with will allow students to spread the cost over 15 months, making it more affordable for our students.

The I.B. Europe History Trip is a trip that we have planned every other year since 1994. For our next trip we will begin collaborating with the IB English department to provide an interdisciplinary approach, thus making it our "IB Humanities Trip to Europe." Our next trip will be in March/April 2025 (depending on finalization of next year's academic calendar). The travel agency makes the final determination of flights, but we are requesting that we do not leave until the evening of Wednesday before Spring Break so that our students will only miss 2 days of school. Please be aware that there has been an instance in the past in which we had to leave a day earlier because of late changes in the itinerary by the travel company that we are using.

The trip that we are planning will include the countries of France and Italy (Paris to Rome). We will once again be traveling with Worldstrides Educational Travel, whom we have traveled with since 2000. This company provides us with a guide that will be with us for the entire length of the tour of Europe, and past guides have been tremendous. Worldstrides also does a very good job of providing us with safe, secure, and centrally located hotels, as well as excellent dining options.

If we get the requisite number of students to enroll, the chaperones will include Conrad Anderson, Peter Schultz, Brandon Lambert, and Kelly Pederson.

The Extended Field Trip Application is attached; please accept this for preliminary approval. We will continue to follow the procedures and guidelines for "Out-of-the-Country" Field Trips and will submit this for Final Approval next fall.

If you have any questions or concerns that you need addressed, please contact Conrad Anderson at the high school.

Sincerely,



Conrad Anderson  
IB History Teacher / IB DP Coordinator  
651.457.9408 ext. 1374  
[canderson@sspps.org](mailto:canderson@sspps.org)



# SOUTH ST. PAUL PUBLIC SCHOOLS

## School Board Agenda Item

**Meeting Date:** Monday, October 23, 2023

**Place on Agenda:** Committee-of-the-Whole Update

**Action Requested:** None. Review only.

**Attachment:** N/A

**Topic:** World's Best Workforce and Achievement & Integration Plan

**Presenter(s):** Amy Winter, Executive Director of Educational Services

**Background:**

This is a yearly review of progress to our World's Best Workforce/ Achievement & Integration Plan. This will review data around goals, student performance, and plans for future work. In addition, this plan is in partnership with our 3-year Achievement and Integration that outlines measurable steps to meet the needs of the WBWF plan.

Executive Director of Educational Services, Amy Winter, will present this report to the Board at their Committee-of-the-Whole (COW) meeting and be on hand to answer any questions.

**Recommendation:**

None

**Alternatives:**

N/A



## SOUTH ST. PAUL PUBLIC SCHOOLS

### School Board Agenda Item

**Place on Agenda:** Committee-of-the-Whole

**Action Requested:** None. Discussion Only.

**Attachment:** None

<b>Topic:</b> Committee Updates
<b>Presenter(s):</b> School Board Members
<b>Background:</b>  School Board members will provide an update for the following committees that they serve on: <ul style="list-style-type: none"><li>• District 917</li><li>• Association for Metropolitan School Districts (AMSD)</li><li>• Community Education</li><li>• SSP Educational Foundation</li><li>• Finance, Facilities and Long-Range Planning</li><li>• Local Issues</li><li>• SSP Open Foundation</li><li>• District Policy</li><li>• District Community Engagement and Public Relations</li><li>• District Superintendent/Executive</li></ul>
<b>Recommendation:</b>  N/A
<b>Alternatives:</b>  N/A